

# Leave Donor Information

You and your coworkers would like to help Mary, but you don't know what to do. Some commonly asked questions about donating leave include:

## ***How can I donate annual leave?***

An employee interested in donating leave must submit a Leave Donor Request form to the HROO, Code 113. A leave donor form may be obtained in the Employee Services Area at Greenbelt or at the Wallops Personnel Office.

## ***Can I donate sick leave to a leave recipient?***

No. Only annual leave can be donated.

## ***Must I donate annual leave to a specific leave recipient?***

Yes. A list of leave recipients who have given permission to publicize their names is available in the Employee Services Area at Goddard and in the Wallops Personnel Office. A list of leave recipients is also published in the GEWA Newsletter and on the Internet under the Human Resources Homepage.

## ***Is there a minimum amount of leave that must be donated?***

Yes. A minimum of 4 hours must be donated each time you donate.

## ***Is there a maximum amount of leave that can be donated?***

Yes. A maximum of up to 1/2 of the amount of annual leave that will be accrued during the leave year may be donated. In addition, if donating use or lose annual leave, only the number of hours that you are scheduled to work (as of the date of the donation) during the rest of the leave year may be donated.

## ***May leave be donated to any approved leave recipient?***

Leave may be donated to any approved leave recipient, except to an employee's immediate supervisor.

## ***May leave be donated to leave recipients at other agencies?***

Yes. Contact the leave recipient's agency for instructions.

# After the Emergency Ends

## ***What happens if more leave is donated than a recipient needs?***

Excess leave will be returned to the donors on a prorated basis.

## ***If a leave donor is no longer employed by the Federal agency, will leave still be restored to him/her?***

If a leave donor has separated from the Federal government before or on the date leave is restored, no donated leave will be restored.

## ***May the leave donor elect to transfer restored annual leave to another leave recipient?***

Yes. Restored annual leave may be donated in whole or in part to another leave recipient.

## ***When is annual leave restored to the leave donor?***

At the option of the donor, leave can be restored in the current leave year or the leave year following restoration of leave. It will be subject to the normal 240-hour limitation at the end of the leave year in which the restored leave is credited to the leave donor's annual leave account.

## ***For additional information contact:***

**Human Resources Operations Office, x6-8208**

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# LEAVE TRANSFER TRANSFER TRANSFER PROGRAM

**Goddard Space Flight Center**



# Leave Transfer Program

Mary Doe (A fictional coworker) is very ill and in need of an operation. Mary has only been working at Goddard 2 years and doesn't have enough leave accumulated to allow her to be paid while in the hospital and during her recovery period. She cannot work due to her medical condition. She is very interested in becoming a leave recipient, but isn't sure how.

The Leave Transfer Program allows employees (leave donors) at Goddard and other Federal Agencies to transfer accrued annual leave to other employees (leave recipients) who need such leave. The program provides income protection due to a medical emergency affecting either the employee or a family member of the employee.



## Leave Recipient Information

Some commonly asked questions about being a leave recipient include:

### ***Who may become a leave recipient?***

To become a leave recipient, an employee or a family member of an employee must have a medical emergency that is likely to or will require an employee's unpaid absence from duty for at least 24 working hours, and therefore, result in a substantial loss of income.

### ***Once I have a qualifying situation, how do I apply to become a leave recipient?***

An employee wanting to become a leave recipient may submit a written application (Leave Recipient Request Form) to the Human Resources Operations Office (HROO). This request may also be made by a personal representative of the potential leave recipient if the employee is not capable of making written application. The Leave Recipient Request Form may be obtained in the Employee Services Area at Greenbelt or at the Wallops Personnel Office. Medical documentation should be submitted with the application.

### ***When will I know if my Leave Recipient Request is approved?***

Within 10 workdays after receipt of a complete application, the HROO will notify the applicant of approval or disapproval of the request. If the request is not approved, the applicant will be notified of the reason for disapproval.

### ***When can employees start donating leave to me?***

Once an employee's request to become a leave recipient is approved, donor employees may request the transfer of annual leave from their account to the leave recipient's account.

### ***When can I use donated leave?***

Donated leave that will be used for sick leave may only be used when the leave recipient has no accrued annual and sick leave. If the donated leave is for an annual leave purpose, however, (such as caring for a sick family member), it may be used when the leave recipient has no accrued annual leave, and has exhausted sick leave (max. 104 hours annually) that may be used to care for a family member.

### ***Can the leave recipient earn leave while using donated leave?***

Yes. A leave recipient may accrue up to a maximum of 40 hours of annual leave and 40 hours of sick leave which will become available for use beginning the first pay period after the medical emergency ends. Annual and sick leave accrued beyond the 40 hours must be used as it is earned and before donated leave may be used.

### ***When does a medical emergency end?***

A medical emergency ends when:

1. The leave recipient's Federal service ends; or
2. The Office of Human Resources (OHR) receives notice that the Office of Personnel Management has approved an application for disability retirement for the leave recipient; or
3. The leave recipient notifies the OHR that he/she is no longer affected by the medical emergency; or
4. The leave recipient receives the amount of the leave needed to cover the medical emergency; or
5. One year after the medical emergency ends; or
6. The OHR determines that the leave recipient is no longer affected by the medical emergency.